

LEARNING RESOURCES RECONSIDERATION

Background

Despite all care taken to select materials for student and teacher use, occasional objections may occur to learning resources.

The District provides for challenges of learning resources.

Procedures

1. Any resident of the District may formally request reconsideration of learning resources used in the District's educational program.
2. Request for Reconsideration - School Level
 - 2.1. The Principal receiving a complaint regarding a learning resource will try to resolve the issue informally.
 - 2.2. The Principal shall explain to the questioner the District's resource selection procedure and criteria.
 - 2.3. The Principal and appropriate educational staff will explain the particular place that the reconsidered resource occupies in the education program and its intended educational usefulness.
 - 2.4. If the questioner wishes to file a formal request for reconsideration, they will be provided with a copy of the District's learning resources selection procedures (**Administrative Procedure 251 - Learning Resources**, as well as this Administrative Procedure) and a **Request for Learning Resources Reconsideration form (Form 252-1)**.
 - 2.5. The individual filing a formal request for reconsideration must submit the **Request for Learning Resources Reconsideration form (Form 252-1)** to the Principal not more than two weeks from the date of the original meeting.
3. Request for Reconsideration - District Level
 - 3.1. The Principal will forward, within six working days, the **Request for Learning Resources Reconsideration form (Form 252-1)** to the Director of Instruction K-12.
 - 3.2. Within one (1) month of receiving a reconsideration, the Director of Instruction will review it with a committee. The committee will consist of:
 - 3.2.1. Director of Instruction K-12;
 - 3.2.2. A teacher/librarian not previously involved;
 - 3.2.3. Two (2) administrative officers not previously involved;
 - 3.2.4. One Parents' Advisory Council representative not previously involved;

- 3.2.5. One (1) CDTA representative not previously involved;
- 3.3. The committee will review the reconsidered resource and judge whether it conforms with the principles of resource selection outlined in **Administrative Procedure 251 – Learning Review** and whether the material is appropriate for its intended educational use. Within one (1) month of conducting the review, the committee will submit a recommendation to the Superintendent for a decision.
- 3.4. Criteria for Reviewing Resources
 - 3.4.1. Criteria for reviewing a reconsidered learning resource shall include:
 - 3.4.1.1. Examination of the reconsidered resource;
 - 3.4.1.2. Consideration of the concerns outlined by the questioner;
 - 3.4.1.3. Determination of professional acceptance by reading critical reviews of the resource;
 - 3.4.1.4. Consideration of the learning resource as a whole, rather than on passages or sections taken out of context;
 - 3.4.1.5. Relevancy of the learning resource in terms of curricular learning outcomes.
 - 3.4.2. Although it is learning resources which are being reconsidered, the principles of freedom to read, listen, and view must be defended as well.
- 3.5. Access to reconsidered material shall not be restricted during the reconsideration process.
- 3.6. A written report will be prepared which will include the procedures followed, minutes of Committee meetings, and the rationale for the decision made by the Committee.
- 3.7. The Committee's decision and the rationale for it will be discussed with the individual who filed the reconsideration.

Reference: Sections 7, 8, 11, 17, 20, 22, 65, 85 School Act
Evaluating, Selecting, and Managing Learning Resources: A Guide (2002)

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